

B-4: Executive Producer

Date of Hire: 08/30/2010

Referral Source of Hiree: NABJ

# of Interviewees for position and  
Referral sources of interviewees

Internal  
NABJ

2



## EEO Check List

**Position:** Executive Producer

**Open date** 3.10 **Close date** \_\_\_\_\_

<i>Responsibility</i>	<i>Description</i>	<i>Date</i>	<i>Initials</i>
Kimberly Taylor	Received notice of opening	✓	
Kimberly Taylor	Prepare open file	✓	
Department Head	Complete ad placement form	✓	
Freddie Milton	Mail referral letters & email station Webmaster & Corp. Webmaster to post on-line	✓	
Freddie Milton	Post opening on internally (Bulletin Boards)	✓	
Brent Booth	Post on station web site	✓	
Maggie Staneki	Post on Corporate Web Site	✓	
Freddie Milton	Return completed ad placement form with copy of all ads placed attached to EEO Coordinator	✓	
Interviewer	Ensure all candidates interviewed complete application & candidate profile form		
Interviewer	Select candidate / review w/GM		
Interviewer	Complete applicant recruiting summary		
Interviewer	Notify candidate		
Interviewer	Review File w/Department Head		
Interviewer	Return closed EEO file which includes all resumes and applications to Kathleen		
Karen Wills	Review file		
Kimberly Taylor	Close file		
Freddie	Add info to current Public File Report		
Freddie Milton	Remove job description posting from bulletin board & return to Kim to place in EEO file		



## Ad Placement CHECKLIST

Vacant Position Executive Producer

Date Position Opened: 3/9/2010

Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

### Organization

EEO LETTERS (see list on back for list of org.)

My Eyewitness News Website

NPTV Website

602 COMMUNICATIONS (Sandy Lizik [slizik602@gmail.com])\*

TVJobs

Broadcast Engineering Magazine\*\* (Dahlstrom, Julie [Julie.Dahlstrom@penton.com])\*

CareerBuilder

MediaRecruiter.com

Memphis Jobs

Monster.com

National Association of Black Journalists (NABJ)

National Association of Broadcasters (NAB)

National Association of Hispanic Journalists (NABJ)

Spots N Dots

Yahoo Hot Jobs

TVTechnology.com (Jessica Striano [jstriano@nbmedia.com])\*

**TABTN.org**

\*Need to email

\*\*Cost may vary depending on the length of the ad.

	Check Source to use	Completed
	✓	
N/C	✓	
N/C	✓	
N/C		
N/C	X	
\$567/30		
\$419/30		
\$199/30		
\$299/30		
\$325/30		
\$150/30	X	
\$250/30		
\$100/30		
\$297/30		
\$349/30		
\$2 per word/30		
	✓	

Peter Jacobus 3/9/2010

Manager Signature

Date

Business Manager Approval

Date



## Ad Placement CHECKLIST

Vacant Position Executive Producer

Date Position Opened: 3/9/2010

Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

### Organization

EEO LETTERS (see list on back for list of org.)

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CareerBuilder

MediaRecruiter.com

Memphis Jobs

Monster.com

National Association of Black Journalists (NABJ)

National Association of Broadcasters (NAB)

National Association of Hispanic Journalists (NABJ)

Spots N Dots

Yahoo Hot Jobs

TVTechnology.com (Jessica Striano [jstriano@nbmedia.com])\*

Check Source to use	Completed
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/C	
N/C	
N/C	
N/C	
\$567/30	
\$419/30	
\$199/30	
\$299/30	
\$325/30	
\$150/30	
\$250/30	
\$100/30	
\$297/30	
\$349/30	
\$2 per word/30	

\*Need to email

\*\*Cost may vary depending on the length of the ad.

Peter Jacobus      3/9/2010  
 Manager Signature      Date

---

Business Manager Approval      Date



**NEWPORT TELEVISION**  
**WPTY/WLMT/WJKT**

**Job Title:** Executive Producer

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**Department:** News

**Reports To:** News Director

---

**REQUIREMENTS:**

**Education:** College Degree

---

**Training & Job Skills:** "LIVE" experience, KU Truck operation and aggressive executive of breaking news.

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**Experience:** Must have 5 year experience as a Senior Producer or better.

---

**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

Be ready to take over the day to editorial day operation of the South's most competitive news staff. Must be energetic with a positive attitude and have great people skills. Strong writing and producing skills A MUST! If you interested in joining our team, send resume and tape of a show you produced to:

ABC24/CW30  
Pete Jacobus, News Director  
2701 Union Ave. Ext.  
Memphis, TN 38112  
Or Email: [HR-News@abc24.com](mailto:HR-News@abc24.com)

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

**OPEN:**

---

**CLOSED:**

---



March 10, 2010

Mr. Curtis Rodgers  
Career Center  
Christian Brothers University  
650 E. Parkway South  
Memphis, TN. 38104

Dear Mr. Rodgers:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-11



March 10, 2010

Ms. Denita Hedgeman  
LeMoyne Owen College  
Career Services Office  
807 Walker Ave.  
Memphis TN. 38126

Dear Ms. Hedgeman:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-21



March 10, 2010

Mr. David Chamberlain  
Memphis Career Center  
5368 Mendenhall Mall  
Memphis, TN. 38115-4505

Dear Mr. Chamberlain:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-31





March 10, 2010

Brenda Williams  
Southwest Tennessee Community College  
5983 Macon Cove  
Farris Building Rm. 2160  
Memphis, TN. 38134

Dear Ms. Williams:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-41



March 10, 2010

Tonja Baymon  
Employment & Training Manager  
Memphis Urban League  
413 N. Cleveland  
Memphis, TN. 38104

Dear Ms. Baymon:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-51



March 10, 2010

Ms. Madeleine Taylor  
NAACP  
588 Vance Ave.  
Memphis, TN. 38126

Dear Ms. Taylor:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-61



March 10, 2010

Ms. Joyce Reed  
Tennessee Labor &  
Workforce Development  
1295 Poplar Ave.  
Memphis, TN. 38104

Dear Ms. Reed:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-71



March 10, 2010

Ms. Alisha Rose Henderson  
University of Memphis  
Director of Career & Development  
400 Wilder Tower  
Memphis, TN. 38152

Dear Ms. Henderson:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-81



March 10, 2010

Mississippi State University  
Career Center  
P. O. Box P  
Mississippi State, MS. 39762  
Attn: Scott Maynard

Dear Mr. Maynard:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

19-91



March 10, 2010

S. B. Kyle  
Operation PUSH  
704 S Parkway E.  
Memphis, TN. 38106

Dear Mr. Kyle:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The script is fluid and cursive.

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-11



March 10, 2010

Sue Crawley  
Mid-South Women's Connection  
2750 Darlington Cove  
Memphis, TN. 38118

Dear Ms. Crawley:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-21





March 10, 2010

Felicia Lee  
Tennessee Technology  
550 Alabama  
Memphis, TN. 38105

Dear Ms. Lee:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-41



March 10, 2010

Bobbi Oliver  
Mississippi Dept. of Employment Security  
P. O. Box 186  
Southaven, MS 38671

Dear Bobbi Oliver:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-61



March 10, 2010

SRVS  
3592 Knight Arnold  
Memphis, TN. 38118  
Attn: Donna Palmer – Director

Dear Ms. Palmer:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-71



March 10, 2010

Bridges, USA  
477 N. Fifth Street  
Memphis, TN. 38105  
Attn: MaryAn Mercer  
Business Development

Dear Ms. Mercer:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-81



March 10, 2010

Arkansas Department of Employment Security  
Career Services Office  
P. O. Box 1928  
West Memphis, AR 72303  
Attn: Yolanda Macklin

Dear Ms. Macklin:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-91



March 10, 2010

Kristie Johnson  
UCP/Memphis Works  
4189 Leroy  
Memphis, TN. 38108

Dear Ms. Johnson:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-11



March 10, 2010

Memphis City Schools  
Telecommunications Center  
2485 Union Avenue  
Memphis, TN. 38112  
Attn: Evelyn McGuire

Dear Ms. McGuire:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-21



March 10, 2010

Tennessee Association of Broadcasters  
2 International Plz. Dr.  
Suite 507  
Nashville, TN 37217-2087  
Attn: Jill Green

Dear Ms. Green:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-31





## jobs

tv

radio

web

news

sales

engineering and technology

marketing and promotions

management

administrative



## TAB NEWS

**March 11 - NAB Statement  
on RIAA Pig Stunt**  
WASHINGTON -- The National

login ☒ email alert

Search the site

jobs post job eeo



## career

jobs - tv

## Executive Producer

19 MARCH 2010

Type: Tv  
Organization: Newport Television - WPTY/WMLT/WJKT  
Location: Memphis, TN  
Description: ABC24/CW30 is looking for an Executive Producer for their News Department. This person will report to the News Director.

Requirements: College Degree; "LIVE" experience, KUY Truck operation and aggressive execution of breaking news.

Must have 5 years of experience as a Senior Producer or better.

Must be ready to take over the day to day editorial operation of the South's most competitive news staff.

**March 10 - Potentially  
More Political Ads for  
Radio**

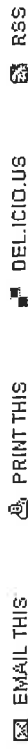
## March 10 - NFL-League Puts Game Coverage on Mobile Phones

**MORE NEWS >**



**MORE EVENTS >**

jobs	post job	ABC24/CW30, Pete Jacobus, News Director 2701 Union Avenue Ext., Memphis, TN 38112 or email HR- News@abc24.com
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# Get Paid To Learn Valuable Job Skills



March 10, 2010

Sheree Hudgins  
University of Memphis  
Department of Communication Arts  
143 Theatre Comm. Building  
Memphis, TN. 38152-3150

Dear Ms. Hudgins:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The signature is written in a cursive, flowing style.

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-41



March 10, 2010

Lane College  
Cedric Deadmon  
545 Lane Avenue  
Jackson, TN. 38301

Dear Mr. Deadmon:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-51



March 10, 2010

Athens State College  
Career Services  
300 North Beaty Street  
Athens, AL. 36511  
Attn: Larry Keenum

Dear Mr. Keenum:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The signature is written in a cursive, flowing style.

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-61



March 10, 2010

Lisa Gooden  
Career Services  
University of Mississippi  
303 Martindale Hall  
University, MS 38677

Dear Ms. Gooden:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'. The signature is written in a cursive, flowing style.

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-81



March 10, 2010

Rust College  
Wayne Fiddis  
Mass Communication Center  
150 Rust Avenue  
Holly Springs, MS 38635

Dear Mr. Fiddis:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

21-91



March 10, 2010

University of Memphis  
Herff College of Engineering  
201 Engineering Adm. Building  
Memphis, TN. 38152-3170  
Attn: Shelia Moses


Dear Ms. Moses:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

  
Karen Wills  
Business Manager

Enclosure (1)

EOE

22-11





March 10, 2010

Arkansas State University  
Phil Hestand  
Career Services  
P. O. Box 2490  
State University, AR. 72467

Dear Mr. Hestand:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

22-21



March 10, 2010

Northwest Community College  
4975 Hwy. 51 N  
Senatobia, MS 38635  
Attn: Kristin Watson

Dear Ms. Watson:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

22-51



March 10, 2010

American Sportscasters Association  
225 Broadway  
New York, NY 10007  
Attn: Pat Turturro

Dear Mr. Turturro:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

22-61\*



March 5, 2010

Remington College Memphis Campus  
2710 Nonconnah Blvd.  
Memphis, TN 38132  
Attn: Angela Poole  
Career Services Representative

Dear Ms. Poole:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

22-81



March 10, 2010

Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690  
Attn: Amy Oakes  
Asst. Director of Career Services

Dear Ms. Oakes:

The attached information describes the job openings for the following positions:

Accounts Receivable Clerk  
Executive Producer

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-91



March 10, 2010

Rhodes College  
2000 North Parkway  
Memphis, TN 38112-1690  
Attn: Amy Oakes  
Asst. Director of Career Services

Dear Ms. Oakes:

The attached information describes the job openings for the following positions:

Accounts Receivable Clerk  
Executive Producer

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (2)

EOE

22-91

FRONT DESK



**NEWPORT TELEVISION**  
**WPTY/WLMT/WJKT**

**Job Title:** Executive Producer

**Department:** News

**Reports To:** News Director

**REQUIREMENTS:**

**Education:** College Degree

**Training & Job Skills:** "LIVE" experience, KU Truck operation and aggressive executive of breaking news.

**Experience:** Must have 5 year experience as a Senior Producer or better.

**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

Be ready to take over the day to editorial day operation of the South's most competitive news staff. Must be energetic with a positive attitude and have great people skills. Strong writing and producing skills A MUST! If you interested in joining our team, send resume and tape of a show you produced to:

ABC24/CW30  
Pete Jacobus, News Director  
2701 Union Ave. Ext.  
Memphis, TN 38112  
Or Email: [HR-News@abc24.com](mailto:HR-News@abc24.com)

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

**OPEN:** 3/09/2010

**CLOSED:** 8/30/10

*Roisha Lane Jackson*

**FIRST FLOOR: SALES DEPT.**



**NEWPORT TELEVISION**  
**WPTY/WLMT/WJKT**

**Job Title:** Executive Producer

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**Department:** News

**Reports To:** News Director

---

**REQUIREMENTS:**

**Education:** College Degree

---

**Training & Job Skills:** "LIVE" experience, KU Truck operation and aggressive executive of breaking news.

---

**Experience:** Must have 5 year experience as a Senior Producer or better.

---

**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

Be ready to take over the day to editorial day operation of the South's most competitive news staff. Must be energetic with a positive attitude and have great people skills. Strong writing and producing skills A MUST! If you interested in joining our team, send resume and tape of a show you produced to:

ABC24/CW30  
Pete Jacobus, News Director  
2701 Union Ave. Ext.  
Memphis, TN 38112  
Or Email: [HR-News@abc24.com](mailto:HR-News@abc24.com)

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

**OPEN: 3/09/2010**

**CLOSED:**

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**SECOND FLOOR: G & A**



**NEWPORT TELEVISION**  
**WPTY/WLMT/WJKT**

**Job Title:** Executive Producer

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**Department:** News

**Reports To:** News Director

---

**REQUIREMENTS:**

**Education:** College Degree

---

**Training & Job Skills:** "LIVE" experience, KU Truck operation and aggressive executive of breaking news.

---

**Experience:** Must have 5 year experience as a Senior Producer or better.

---

**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

Be ready to take over the day to editorial day operation of the South's most competitive news staff. Must be energetic with a positive attitude and have great people skills. Strong writing and producing skills A MUST! If you interested in joining our team, send resume and tape of a show you produced to:

ABC24/CW30  
Pete Jacobus, News Director  
2701 Union Ave. Ext.  
Memphis, TN 38112  
Or Email: [HR-News@abc24.com](mailto:HR-News@abc24.com)

**Please no phone calls**

**Equal Opportunity Employer**

A NEWPORT TELEVISION STATION

**OPEN: 3/09/2010**

**CLOSED:**

---

GROUND FLOOR: NEWS DEPT.



**NEWPORT TELEVISION**  
**WPTY/WLMT/WJKT**

**Job Title:** Executive Producer

---

**Department:** News

**Reports To:** News Director

---

**REQUIREMENTS:**

**Education:** College Degree

---

**Training & Job Skills:** "LIVE" experience, KU Truck operation and aggressive executive of breaking news.

---

**Experience:** Must have 5 year experience as a Senior Producer or better.

---

**(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)**

Be ready to take over the day to editorial day operation of the South's most competitive news staff. Must be energetic with a positive attitude and have great people skills. Strong writing and producing skills A MUST! If you interested in joining our team, send resume and tape of a show you produced to:

ABC24/CW30  
Pete Jacobus, News Director  
2701 Union Ave. Ext.  
Memphis, TN 38112  
Or Email: [HR-News@abc24.com](mailto:HR-News@abc24.com)

**Please no phone calls**

**Equal Opportunity Employer**

**A NEWPORT TELEVISION STATION**

**OPEN: 3/09/2010**

**CLOSED:**

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Broadcast Employment Services



WPTY (ABC) Memphis, Tennessee

**Position** Executive Producer  
**Reference #** TVJ#34123468  
**Type** Television  
**Full / Part** Full Time - Regular  
**Experience** 5 Years  
**Posted** 3/10/2010  
**Closes** 4/10/2010  
**Time Left** 25 Days  
**DMA** #50  
**Found In** News - Executive Producers



## Executive Producer

Department: News  
 Reports To: News Director  
 Education: College Degree

Training & Job Skills: ``LIVE`` experience, KU Truck operation and aggressive executive of breaking news.

Experience: Must have 5 year experience as a Senior Producer or better.

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ABC24/CW30

Pete Jacobus, News Director  
 2701 Union Ave. Ext.



## Supplemental Information

**Salary Type**  
**Salary Range**  
**Starting Salary / Year**  
**Starting Salary / Hour**  
**Job Type**  
**Hours**  
**Workweek**  
**Scheduled on Holidays**  
**Start Date**  
**Probation Period**

Full Time -  
Regular

**Benefits**  
**Benefit Premium**  
**401K Plan**  
**Vacation**  
**Paid Sick Leave**

**Phone Calls**  
**Agent Phone Calls**

**Résumé**  
**Cover Letter**  
**References**  
**Salary History**  
**Tape / Reel**  
**Tape Format**  
**Tape Return**  
**Director's Track**

**FAX Résumé** No  
**TVJobs.com E-Résumé**

**Degree Required**  
**Contract Required**

Memphis, TN 38112

Or Email: [HR-News@abc24.com](mailto:HR-News@abc24.com)

Please no phone calls

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**Contract Length**  
**Special Requirements**  
**Driver's License**  
**Insurance**  
**Good Driving Record**  
**Heavy Lifting**

**Previous Applicants**  
**Local Apartment Rental**  
**Moving Expenses**

**Union Position**  
**Union Contract Expires**

**Confirmation Letter**

**Rejection Letter**

**Feedback**

**Drug Screen**

**Proof of Eligibility to work  
in U.S. Required**

**Equal Opportunity  
Employment** Yes

**EOE Data Form** Yes

## **Executive Producer**

Last Update: 4:44 pm

**Department:** News

**Reports To:** News Director

**Education:** College Degree

**Training & Job Skills:** "LIVE" experience, KU Truck operation and aggressive executive of breaking news.

**Experience:** Must have 5 year experience as a Senior Producer or better.

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OF BLACK JOURNALISTS

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### Job Detail

#### Job Summary

#### Executive Producer

POSTED: Mar 16

Salary:	Open	Location:	Memphis, Tennessee
Employer:	Newport Television, LLC	Type:	Full Time - Experienced
Category:	TV - Executive Producer	Preferred Education:	4 Year Degree

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#### Employer Information

#### About Newport Television, LLC

Local television station affiliation with ABC and CW. 125 employees

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#### Job Description

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ABC24/CW30 Pete Jacobus, News Director 2701 Union Ave. Ext. Memphis, TN 38112 Or Email: HR-News@abc24.com

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#### Requirements

NABJ is located at the University of Maryland, 8701-A Adelphi Road, Adelphi, MD 20783-1716  
Phone: (301) 445-7100 Fax: (301) 445-7101 [nabj@nabj.org](mailto:nabj@nabj.org)  
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March 10, 2010

Sheila Easterling  
Professional Women's Network  
930 University Street  
Memphis, TN. 38107

Dear Ms. Easterling:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-51



March 10, 2010

Gwen Sneed  
Memphis Association of Black Journalist  
704 S. Parkway E.  
Memphis, TN. 38106

Dear Ms. Sneed:

The attached information describes the job opening for the following position:

Executive Producer

No telephone calls please. The position is available immediately and we hope to have it filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Karen Wills".

Karen Wills  
Business Manager

Enclosure (1)

EOE

20-31